

City of Miami Beach

Tourism and Cultural Development - Internship

Internship #: SIP-0116

This internship will gain exposure to the focus of the Department of Tourism and Cultural Development; which includes tourism, production, entertainment and cultural arts programming.

Description of Duties: This internship will assist with data entry, filing, research, and general office duties originating from the Film and Print Division, Special Events Division, and broader Tourism and Cultural Development Umbrella.

Requirements: Qualified candidates should demonstrate excellent computer, organizational and communication skills, as well as experience and education in production and/or the arts arenas. Attention to detail and ability to follow instructions, coupled with strong critical thinking skills are essential.

Desires: Bilingual a plus.

This internship will remain open until filled.